

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

CLASSIFICATION: Associate Property Agent (\$4400-\$5348)
Permanent, Full Time

LOCATION: Department of Veterans Affairs
Farm and Home Division-Sacramento District Office
1227 O Street, First Floor, Sacramento, CA 95814

WHO SHOULD APPLY: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. SROA/SURPLUS PROVISIONS APPLY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

DUTIES AND RESPONSIBILITIES: (Duties will be commensurate upon level of hire) under the direction and supervision of the District Office Manager (Senior Property Agent), the Associate Property Agent will perform the following duties:

- Maintain knowledge, and carry out the principles, methods, and techniques of: real estate appraisal; methods of construction and estimation of the costs of improvements to real property; provisions of the Military and Veterans Code; legal procedures and documents involved in real estate transactions, real property law and common methods of describing real property.
- Gather and assemble data to analyze various real estate mathematical computations
- Prepare, review and respond to correspondence (both electronic and written), solve customer problems, assist in the development of policies and procedures related to their job functions
- Communicate effectively with the public/customers, other Agencies, and other staff within our Department (in a team environment) in both written and verbal form through e-mail, fax, and telephone, in person and by mail in the performance of District Office duties between normal CDVA business hours. Provide excellent customer service, solve customer problems, and disseminate information to the public and real estate professionals regarding Department policies, procedures, contracts, statutes and regulations (electronic/written/verbal – in person or on the phone) as they relate to real estate transactions.
- Use the computer systems and programs (MITAS, Microsoft Word, Excel, Outlook, Internet/Intranet) for analyzing accounts (MITAS), inputting data, word processing, preparing spreadsheets/reports, and performing research in the performance of Loan Processing functions (or as needed by the Division).
- Provide field contact as needed, and at times, that may be outside of normal working hours. Conduct occupancy checks and/or field visits to communicate with contract holders. Attend community events or industry meetings on behalf of the Program for marketing, training or informational purposes (may include public speaking).

HOW TO APPLY: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Attn: Juanita Rios, Reference M80 #238 08/09

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. You must list M-80 #238 08/09, and failure to do so could result in being rejected from the interview process.

FINAL FILE DATE: April 17, 2009

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-109-5096-002 RELEASED: 4.03.09